



USPS Facilities Leasing Contact Information

LEASE ADMINISTRATION:

Please contact the correct Leasing Team for administrative actions such as Property Tax Reimbursement, CAM, Change of Ownership, Change of Address and Formal Notices under the Lease.

For Postal Facilities located in: **CT, DE, GA, IL, IN, KY, MA, MD, ME, MI, NC, NH, NJ, NY, OH, PA, RI, SC, TN, VA, VT, WI, WV, District of Columbia or Caribbean Territories** – contact the EAST Team.

EAST Leasing Team

P.O. Box 27497
Greensboro, NC 27498-1103
Phone: 336-665-2808

For Postal Facilities located in: **AL, AK, AR, AZ, CA, CO, FL, HI, IA, ID, KS, LA, MN, MO, MS, MT, NE, ND, NM, NV, OK, OR, SD, TX, UT, WA, WY, or Pacific Territories** – contact the WEST Team.

WEST Leasing Team

P.O. Box 5527
Denver, CO 80217-5527
Phone: 303-227-5690

EASEMENTS & Right-of-Way Takings: Promptly notify the Postal Service upon receipt of an easement or right-of-way taking notice. These requests require Postal Service approval and release. Please allow sufficient time for the Postal Service to review the request.

Easements or right-of-way taking notices are handled by a special team. A single email box has been set up to receive all requests. Please send requests to one of the following options:

USPSEasements@usps.gov OR Send to address noted above for your particular Postal location.

LEASING HELP

A toll free number and email address have been established to assist with GENERAL QUESTIONS ONLY. (FORMAL NOTICE UNDER THE LEASE MUST BE SENT HARDCOPY TO THE MAILING ADDRESS ABOVE.)

Toll Free Number: 1-844-661-8729

Central Email Box: USPSLeasing@usps.gov

When Contacting Facilities Leasing Please Include:

Facility Name
Facility Fin-Sub (xxxxxx-xxx)
Facility Street Address, City, State and ZIP+4
Landlord Contact Information (Name, Phone Number and Email Address)

Thank you for your cooperation,

United States Postal Service
Facilities Leasing Department